Artist Resume and CV

CV: Curriculum Vitae- "Course of Life"

These originally were used in the academic fields; however it is a good practice to keep a CV no matter what field you are in or whether you intend to teach or not. Your CV should contain every professional job, accomplishment, exhibition, lecture, ect you have ever done. A good CV allows you to quickly create resumes tailored to the jobs you are applying for.

Artist Resume

Once you have a CV you can simply grab any relevant experience from it and copy them into your resume. Your resume should be tailored to each job/commission/grant you are applying for. It should be no more than 2 pages long, unless specified otherwise. As you grow your CV, you will have to leave some things out of you resumes when you apply to things- think about the opportunity and what they are looking for and what is most relevant to what you are applying for.

Sections of the Resume/CV:

Not all resumes will have or call for all sections. This is a general listing of sections that help group things together.

*Work Experience- art related jobs, leadership positions

*Professional Experience- workshops, conferences, ect that you attended, but not presented at

*Exhibitions (see below)

*Skills- it's better if you can show positions or experience where you can mention these skills, proving that you can do them well enough to be paid for them. Naming specific programs in this section is better than vague skills if you know the platforms they are using (i.e. QuickBooks vs bookkeeping)

*Public Art (murals, sculptures, ect)

*Awards (awards can be further broken down if you want: Residencies, Grants, Scholarships)

*Professional Affiliations- professional groups related to the arts that you are a member of. Include any leadership roles in these organization.

*Presenting Experience

*Curatorial Experience- exhibitions you have curated- not hung, curated- had a major hand in the organization and recruitment of the artists, organization of the exhibition, ect.

Hierarchy of Exhibitions:

Exhibitions can all be grouped together, but once you have a lot of them it is often a better practice to group them by type. When grouping by type there is a hierarchy based off how difficult it is to get into the exhibition and the prestige associated with it. A general hierarchy is listed below, although exceptions exist.

Solo Exhibitions

Juried Exhibitions

Invitationals

Judged Exhibitions

Group, Community, and other exhibitions

Format for listing exhibitions

Many formats exist for listing your exhibitions, and there is no "right answer" here. However there is data that is important to the reader to be able to find about your exhibitions. That information should include: Name of Exhibition; dates of exhibition (can use month and year or just year); organization hosting exhibition; location of exhibition. Other optional information is dependent of type of exhibition and available room: Juror or Judge and their affiliation (if applicable); Awards won (if applicable); Type of exhibition (if not under appropriate header); short description. A general format is shown below:

Best Exhibition Ever **June 2021**
Craven Arts Council & Gallery; New Bern, NC
Juror: Jon Burger, Executive Director, Craven Arts Council & Gallery
Month long exhibition of the coolest artwork ever seen in the world.

Other Notes

-Education should be listed last on an artist resume (and many other formats are going that way as well). Your experience, exhibitions and awards are more important that formal education (unless applying for a teaching position)

-Do not list jobs that have nothing to do with the arts, unless you really need the filler material. Jobs loosely associated with the arts are fine (i.e. graphic designer, set or prop maker/designer, ect)

-Don't list "Objectives" or "Goals." That was an older format thing that has fallen out of use. We all know your goal is to make money and further your career.

-References- you can put references if you have the room, but often people will list "References available upon request." If you do list references make it a separate section. When providing references

they should be in arts related field, not an employer in a non-arts field, a relative, or friend (unless they are also an artist or in an arts related field).

-It's perfectly fine to get a little more creative with your artist resume. Create a logo, use an interesting font or layout, add some color. BUT- make sure everything is still legible, and the information is there. The information is key, the creativity is a plus side that helps a reviewer stop and take a look.

-Resumes sent digitally should be in PDF format. Word, GDocs, and other formats can be messed up by different computers, different settings, ect. PDF ensures that your formatting stays the way you intended it.

-Public Art: Public art is usually listed under its own section. A couple notes on public art:

- Generally you will want to list the budget a public art project
- RFQ (Request for Qualifications) vs RFP (Request for Proposals)- RFP's are asking for a concept for proposal of what you want to make, whereas a Request for Qualifications is only asking for resume, portfolio of previous work, and the like. RFP's favor new and emerging artists, whereas RFQ's favor artists with an established career. When starting out in public art, I would recommend looking and applying for more RFP's than RFQ's.